

DDA SUBJECT FILE COPY

ROUTING AND TRANSMITTAL SLIP		Date
		15 Apr 87
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF LOGISTICS		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR ACTION: PLEASE RESPOND DIRECT

WITH DROP COPY TO THE DDA.

SUSPENSE: 30 APRIL 1987

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> EXA/DDA <i>jk</i>	Phone No.

5041-102

* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

The Little House

719 Gibbon Street

Alexandria, Virginia 22314

(703) 548-9654

April 9, 1987

Mr. William F. Donnelly
Deputy Director for Administration
Central Intelligence Agency
Washington D.C. 20505

Dear Mr. Donnelly:

Enclosed please find a brochure of The Little House that has recently become available to lease on a weekly basis. This might fill a need in your organization to house a visiting dignitary and/or their family.

The house contains 1600 square feet of living space plus a brick patio for outdoor relaxing. The patio is fenced for privacy.

We would be most happy to have your staff visit to inspect the property to determine its suitability. If you should like to arrange this, or if you have any questions, please call the manager, Mrs. Ellen Deremer, at the above number.

We hope to hear from you soon.

Yours very truly,



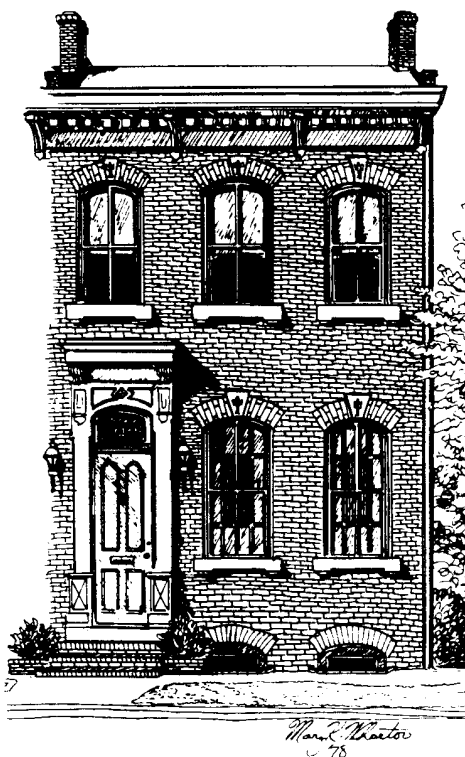
Lee E. Kostel, Owner

LEK/ral

Enclosure

The Little House

An Old Town Experience



*719 Gibbon Street
Alexandria, Virginia 22314
(703) 548-9654*